

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
NO.

C-468

PAGE
NO. 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

ANNE ARUNDEL COUNTY

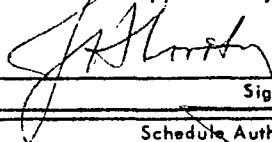
AUDITOR

AGENCY

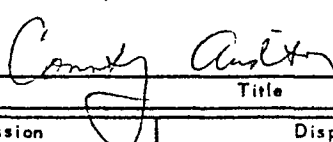
DIVISION

Item No.	Description
1	<p><u>AUDIT WORKPAPERS</u></p> <p>Size: Legal (8 1/2" x 14") folders Dates: 1965-- Quantity: 22 cu. ft. Arrangement: By year, then by item Annual Accumulation: 2 - 4 cu. ft.</p> <p>Documentation of County policies and records, including some or all of the following material:</p> <ul style="list-style-type: none">a. Description of work, name of client, date, outside auditor's name, balance sheet with data sufficient to reconcile financial statement with client's records.b. Accountant's comments on significant aspects of the audit.c. Supportive documentation such as statement of obligation incurred, revenues, expenditures, encumbrances and available finances. <p>These workpapers have considerable reference value.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY OR UNTIL A SECURITY COPY AND AN OPERATIONAL COPY CAN BE PREPARED ON MICROFILM.</p>
2	<p><u>FINANCIAL REPORTS</u></p> <p>Size: 8 1/2" x 11" , 100 pages Dates: 1962-- Quantity: 1 cu. ft. Arrangement: Booklet form</p> <p>Report prepared for a specific division or agency documenting financial condition and results of operation and various funds for a given year.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY OR UNTIL PLACED ON MICROFILM.</p>

Schedule approved by Department, Agency or Division Representative



Signature




Title

5/2/78

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

5/31/77 

Date

Archivist

Date

Secretary

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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Item No.	Description	Retention
3	<p><u>REFERENCE MATERIAL</u></p> <p>Size: Varies Quantity: 1 cu. ft. Accumulation: less than 1 cu. ft./year Dates: Published material</p> <p>Computer manuals, consultant studies and other miscellaneous books and material used as reference. (Nonrecord material)</p> <p>RECOMMENDATION: RETAIN FOR FIVE YEARS THEN REQUEST REVIEW BY DEPARTMENTAL HEAD.</p>	